

AP proctor training

Coordinators are expected to provide their proctors with specific information about exam administration procedures. AP Coordinators can use the AP proctor training script in the *AP Coordinator's Manual* to familiarize proctors with their responsibilities and general administration and exam security policies and procedures. All parties involved in administering AP Exams must adhere to policies outlined in the *AP Coordinator's Manual*.

Proctor duties

Proctor duties are varied and include assisting the AP Coordinator in ensuring the exam administration goes smoothly. Proctors should:

- **Before the exam administration:**
 - Familiarize themselves ahead of time with the administration and exam security procedures in the *AP Coordinator's Manual*
 - Read **all** of the general and the appropriate subject-specific exam administration instructions to understand the flow of the administration
 - Prepare the exam rooms
 - Set up exam equipment (CD players, computers, tape recorders). Note: Because **special equipment** is required to administer exams in world languages and Music Theory, proctors should familiarize themselves with this equipment well before exam day. Proctors may also need to assist students with equipment during the exam.

Proctors who administer exams to students with disabilities should also become familiar with students' specific accommodations and, for exams with extended time, understand how to time each section. Extended time tables are provided in the *AP Coordinator's Manual*.

 - Admit and seat students
 - Check identification of home-schooled students and/or students from other schools
- **During the exam administration:**
 - Bring all necessary materials to the exam room
 - Check that students with disabilities have brought their SSD Student Accommodations Letters to verify that they are entitled to these accommodations
 - Ensure that the proper seating distance is maintained between students
 - Distribute testing materials
 - Assist students with filling out their identifying information on answer sheets
 - Supervise the testing room
 - Supply pens, pencils, calculators (when appropriate), extra paper (as necessary)
 - Walk around the room to ensure students are working on the correct exam section
 - Guard against attempts at cheating
 - Keep the room attended at all times
 - Never read, eat, drink, engage in conversation, correct papers, use a computer or laptop, or perform any activity not related to the administration
 - Never use phones/mobile devices during the exam administration. If a proctor has a mobile device, it must be set to silent so it will not cause any disturbance or be a distraction. It should only be used during emergencies
- **After the exam administration:**

- Collect and account for all exam materials
- Ensure that students have properly identified their exam materials (with AP number labels, etc.)
- Dismiss students, making sure they do not take any exam materials from the exam room
- Return exam materials to locked storage

What proctors need to bring to the exams

- Printed exam packets and any associated CDs, tapes, exams on CD and all equipment related to these materials
- Answer sheets
- AP Student Packs for the students taking the exam being administered
- The *AP Coordinator's Manual* and the [AP Exam Instructions](#) script for the exams they are administering (regularly scheduled or late testing)
- Their school code. If they are testing any home-schooled students, the state's or country's home-school/self-study code. If students from other schools are testing with your students, their school codes
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Extra lined paper in case a student's response exceeds the space allotted in the free-response booklet
- Stapler to attach extra paper, if used, to free-response booklets
- Extra calculators for the AP Biology, Calculus, Chemistry, Physics, and Statistics Exams. Visit the most current lists of [AP-approved calculators](#)
- Watch (but not a stopwatch). Each exam room should have at least two timepieces as a check against mistiming, and a clock should be visible to all students. If an exam room is not equipped with a clearly visible wall clock, the time remaining for each exam or exam section should be posted or announced at regular intervals

Note: A school may use a computer to display the time, provided that no personnel other than the responsible Coordinator or proctor have access to the computer and that computer is not connected to the Internet during the administration. No other content should be displayed aside from the clock.

- Signs for the door to the testing room:
 - **Exam in Progress**
 - **Cell phones are prohibited in the testing room**